

**SOUTH HADLEY PLANNING BOARD VIRTUAL MEETING
MEETING MINUTES OF AUGUST 14, 2023**

Present: Diane Mulvaney, Chair; Nate Therien, Vice-Chair; Joanna Brown, Clerk; Brad Hutchison, Member; Michael Davis, Member; Anne Capra, Director of Planning and Conservation; Colleen Canning, Planning/Conservation Coordinator

Chair Mulvaney called the meeting to order at 6:15 PM and reviewed the virtual meeting protocols.

Agenda Item #1 --- Executive Session – Pursuant to M.G.L. c. 30A sec 21(a)(3), and subject to the Chair’s declaration that public discussion will have a detrimental impact on the litigating position of the Board, the Board will go into Executive Session to discuss strategy with respect to litigation in the matter of Chicopee Concrete Service, Inc v. Hutchinson, et al. (South Hadley Planning Board and Board of Health) C.A. No. 2180CV00038; this session may be held jointly with the Board of Health.

Chair Mulvaney indicated that the Board would enter executive session and return to their regular meeting around 7:00 PM.

Motion: Vice-Chair Therien moved to enter executive session pursuant to MGL c.30A sec. 21 (a) (3). Member Davis seconded the motion. Five (5) out of five (5) members present voted in favor of the motion through roll call.

(See executive meeting minutes)

The Board returned to their regular meeting at 7:22 PM.

Agenda Item #2 --- Open Comment Period

No comments were received during the open comment period.

Agenda Item #3 --- Minutes

Draft minutes of the July 10 regular meeting and public hearing were sent to the Board for review. Revised versions of the minutes were sent prior to the meeting to correct spelling and grammar errors.

Motion: Clerk Brown moved to approve the minutes of the July 10 regular meeting and public hearing as revised. Member Davis seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #4 --- Correspondence

The list of correspondence was sent to the Board prior to the meeting.

Agenda Item # 5 --- Discussion on Housing Production Plan Update

June McCartin, Outwith Studio, was present at the meeting. She shared a slideshow (attached) which detailed the Housing Production Plan (HPP) update process thus far. A pre-public draft plan had been submitted to the Planning Board and other key community members. Edits were asked to be submitted by August 20 so the final draft plan could be released to the general public by August 28. After release to the public, the draft plan will be open for public comment for 60 days. A third community forum and a public hearing would be held during the public comment period.

Clerk Brown stated that she was familiar with innovative housing development, such as tiny home communities, which did not seem to be reflected in the plan. She also recommended a number of local sites not identified in the plan's development scenarios such as the Center Street school on Ferry Street, a former church in South Hadley Falls and the Haas Electric lot.

Member Hutchison recommended that the previous HPP adopted in 2016 be posted on the Town's website.

Members discussed how preferred architectural styles and housing types could be encouraged through regulatory mechanisms.

The Board will resume consideration of the Housing Production Plan update at a future meeting. A public hearing was scheduled for the Board's meeting on September 25.

Agenda Item #6 --- Discussion on appointment of candidate for Associate Planning Board Member, Preston Smith

Preston Smith was interviewed for the vacant position of Associate Member at the Planning Board's previous meeting on July 24. If the Board voted in favor of appointment, the Selectboard would need to consider the same at their next meeting on September 5. The Planning Board Associate Member was a joint appointment between the Planning Board and Selectboard.

Motion: Member Davis moved to appoint Preston Smith to the position of Associate Planning Board Member. Vice-Chair Therien seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #7 --- Planning & Conservation Department Report

Director Capra detailed the following items:

- *Subdivision Regulation Update* – Director Capra provided background on the regional process to develop a model Subdivision regulation. This planning process provides a framework for the Board's ongoing review of updates to Subdivision Regulations and the Flexible Development Bylaw.
- *Housing Production Plan* – An in-person community forum was scheduled for September 13. Additionally, a series of housing webinars funded through a Downtown Local Technical Assistance grant were scheduled throughout September and October.

Relative to the community forum on September 13, Clerk Brown recommended that ride sharing options be provided to encourage people to attend. Director Capra responded that it would be difficult for the Town to administer as she was also trying to investigate the feasibility of also offering childcare.

- *New Bylaw Approval* –The Short Term Rental bylaws adopted at town meeting have been approved by the attorney general’s office. The Accessory Dwelling Unit bylaw is still in review.
- *Future Meeting schedule* – The Board was scheduled to meet on September 11 and 25; October 2 and 23; and November 13 and 27.

Agenda Item #8 --- Other New Business

Grants – Director Capra shared that the Town has been awarded another round of funding through the Municipal Vulnerability Preparedness (MVP) Grant for engagement with underrepresented community members. Additionally, the Town was awarded funding through the Division of Ecological Restoration for improvement to an undersized culvert at Pearl St and Elmer Brook.

Brownfields Grant – Vice-Chair Therien identified reports of the Town being awarded a brownfields grant. Director Capra replied that the funding has been secured with the help of the Pioneer Valley Planning Commission. The South Hadley Electric Light Department (SHELD) administrative office on Main Street and the Mill 6 building at the corner of Gaylord and Lamb Streets were identified as priority locations at the time of application filing.

Route 202-33 Zoning – Clerk Brown asked for an update on the zoning review of the corridor. Director Capra responded that she applied for a community planning grant to fund the review. Clerk Brown recommended that an allocation from Town Meeting could be used to fund the review of possible approaches to new zoning in this area.

Agenda Item #9—Adjournment

Motion: Member Davis moved to adjourn the meeting. Clerk Brown seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

The meeting adjourned at 8:49 PM.

Respectfully Submitted,
Colleen Canning, Planning/Conservation Coordinator

Appendix

Document	Document Location
HPP Slideshow Presentation	https://vimeo.com/855437842